

How to Add Creditors

- 1 Click on the **Bankruptcy** hyperlink at the top of the screen.
- 2 Click on **Creditor Maintenance**.
- 3 Click on **Enter individual creditors**.
- 4 Enter the case number in yy-nnnnn format and click **Next**. Check the case name and number to be sure it is the correct case.

- 5 At the **Add Creditor(s)** screen enter the name and address of the creditor(s) being added to the case, leaving at least one per space creditor's address.

FORMAT for adding creditors is as follows:

Name: XYZ Mortgage Company
 Address 1: c/o Joe Lawyer, Esq.
 Address 2: P.O. Box 25
 Address 3: Boston, MA 02114
 Address 4:
 Address 5:

Do Not Change Creditor Committee default.

When you have entered the last creditor, click **Next**.

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Case 05-10015 already contains creditors!

Case number 05-10015 Harrison Baardaldrison and Marie Baardaldrie

Name and Address

Name may be 50 characters. Address may be 5 lines, 40 characters each.
 More than one creditor may be entered. Separate creditors with a blank line.

XYZ Mortgage Company
 P.O. Box 25
 Boston, MA 02114
 ABC Credit Card
 333 Look Lake

Creditor type: Creditor

Creditor committee: ☒ No ☐ Yes

Next Clear

- 6 The **Total Creditors Entered** screen will display the case number and the number of creditors added to the database during this transaction.
- 7 Click **Submit** and the name will be added.

